

MEMORANDUM

TO : Distribution via AVP *gpm*
FROM : AA/AVP
SUBJECT: Monthly Report



DATE: 7 October 1969

REF. NO. AA/AVP-69-105

The Monthly Report should periodically be reviewed and evaluated. Some Officers and Directors have indicated that the reports are deviating from the standard format, some reports are too voluminous, some are simply a consolidation of departmental reports and some reports with all the attachments are too repetitious and too much to read.

The Monthly Reports provide quick, general information to Officers and Division Directors to keep them current on activities for which they may or may not be responsible. It is information they should know and use as a guide so they may better administer their respective responsibilities. A report should be concise but complete in itself and should not make references to other reports, memorandums or letters.

The Monthly Report is a consolidation of information of all activities at a Base prepared in one single report, usually based on information submitted by the persons responsible locally for the various activities. The Monthly Report is fundamentally a Base Manager's report and not a grouping of a number of separate individual activities reports submitted to the Base Manager. The report should not contain every tidbit of information, but instead should be limited to only the essentials of the activities of the month including unusual and non-routine items. It should concentrate on substantial matters written concisely and yet clearly without the need of lengthy verbiage to explain a point and without detailed descriptions. The Monthly Report should cover all the points necessary in as few words as possible. Concise statistics are very useful, but the report should not give lengthy detailed statistics; instead it should limit such figures, in totals, to assist in the overall explanation of the narrative where appropriate.

Since the basic purpose of the Monthly Report is to provide information, it should of course, not contain requests for action on any given matter. However, matters requiring actions may certainly be included in the report for informational purposes. The actual request for action on any given matter should be a separate memorandum to those responsible.

Controversial subjects as well as sensitive matters such as expressing opinions about our competitors should not be included in the report (a few of these have been noticed in reports.) The Monthly Reports are circulated through the field head office and matters dealing with salaries, benefits, allowances, bonuses, personnel policy, sensitive subjects of any type, opinions regarding Company policy, etc., are not appropriate for inclusion in the Monthly Report. If there is any doubt about an item being sensitive, controversial or confidential, do not include it in the Monthly Report. All such matters should be handled by separate correspondence with the distribution limited to those concerned and, if appropriate, sent under confidential cover.

Three copies of the Monthly Report (1 original and 2 copies) should be forwarded to AVP under cover of a transmittal memo to reach Taipei not later than the 10th of each month. Do not indicate any distribution, do not use paper with pre-printed letter-head notations and do not use paper other than the standard 8½ x 11 plain, white paper. There should be a one and one quarter inch (1¼) margin on the left side of the paper to allow for binding all of each month's reports under one cover.

A standard format for the Monthly Report is attached. However, it may not always provide the desired flexibility to cope with the wide and ever changing variety of non-routine matters which you wish to report. Therefore, please regard the format as a guide rather than a hard and fast standard which is limited solely to the items listed; but, the deviation should only be that which is required.

This is not to introduce more paperwork, but to reduce it where possible and to re-emphasize what is already in effect.


C. H. Green

DISTRIBUTION:

BMVTE
ABMUTH
BMSGN ✓
BMBKK

cc: President
VPFCA
VPFO
VPT&S
VPTS
AVP
T-C
SLC
DSY
IA
DP
File
A/File

Location
Monthly Report
(Month Year)

GENERAL

Under this heading include items which are related to the Base as a whole rather than to one Division's activities.

Information of General interest.

Governmental relations.

Legislation affecting air agreements, business licenses, etc.

Political incidents or situations which might affect the company.

The company's position nationally and locally in the community.

High level public relations and promotion.

ADMINISTRATION

Include items which are related to Administration of the Base as a whole rather than to one activity.

Forecasts

Savings

Accomplishments

Observations

Company activities (Club and other)

PUBLIC RELATIONS

The company position in the community from a public relations point of view.

Situations which may lead to poor public relations and complimentary press reports.

Relationship with press and other news media.

CUSTOMER RELATIONS

Brief statement, about customer relations.

EMPLOYEE RELATIONS

Brief statement, about employee relations.

LEGAL

Legal matters and related subjects.

State of leases, rentals and agreements.

Matters which may eventually become legal in nature.

Contract and agreement processing matters.

Laws and regulations which may affect the company, including those which are under consideration.

FISCAL

Budget matters.

Tax problems and related subjects.

Billing difficulties and related matters.

Insurance.

Revisions to exchange rates.

SECURITY

Company security matters, such as protecting property, etc. (not confidential matters).

Historical or customary dates and particulars of anticipated forthcoming demonstrations.

Rumored public disturbances.

MEDICAL

Number of visits.

Accidents:

- (1) aircraft
- (2) ground

Hospitalization.

MEDICAL cont.

Out-calls.

Physical Examinations.

Sick leaves.

PERSONNEL

General

Outstanding personnel matters, community labor situation, company labor situation and new or revised labor laws or regulations.

Substantial changes in living costs or per diem rates.

Personnel Strength

Use the present format for reporting personnel as established by memo AA/AVP-68-135, 23 November 1968.

TECHNICAL SERVICES

General

Aircraft Maintenance, fixed wing

Aircraft Maintenance, rotary wing

Shop Section

Planning

Quality Control

Equipment Maintenance

Vehicle Maintenance

Facility Maintenance

Technical Training

Supply

General

Material Control

AGP

Stores

TECHNICAL SERVICES cont.

POL

Bench Stocks

Uniforms

STATUS OF PROJECTS

TRAFFIC SERVICES

General

Traffic

~~Operations~~

~~Sales~~

OPERATIONS

General

- Flying Operations

~~MCAFE~~ Accidents and Incidents

- Flight Operations

~~Flight Information Center~~

Communications

Ground Transportation

~~Traffic Report~~

MONTHLY FLIGHT TIME

CONTRACT NO.

<u>TYPE OF A/C</u>	<u>A/C NO.</u>	<u>FLIGHT TIME</u>	<u>BLOCK TIME</u>
--------------------	----------------	--------------------	-------------------

		_____	_____
Total			

CONTRACT NO.

<u>TYPE OF A/C</u>	<u>A/C NO.</u>	<u>FLIGHT TIME</u>	<u>BLOCK TIME</u>
--------------------	----------------	--------------------	-------------------

Total

Delayed Departures & Cancellations of Flights

<u>A/C NO.</u>	<u>AMOUNT OF DELAY OR CANCELLATION</u>	<u>REASONS</u>
----------------	--	----------------

FLIGHT FREQUENCIES

MISCELLANEOUS

STATION REPORTS